



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Holy Spirit College Manoora Campus

Youth Support Officer

Term Time Permanent Position
38 hours Per Week
Commencing: 24 February 2020

Applications Close: 500pm Wednesday 19 February 2020

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card;
- Hold a current drivers licence.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: The Principal
Ms Erica Prosser
Holy Spirit College, Cooktown and Cairns Campus'
Ph: (07) 4069 6042
Email: principal.holyspirit@cns.catholic.edu.au

You will receive confirmation of receipt of your application.

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:



POSITION TITLE:	School Officer – Youth Support Officer
SECTION:	Holy Spirit College – Cooktown & Cairns
REPORTS TO:	College Principal through Deputy Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015-2019</i> (Available at www.cns.catholic.edu.au) School Officer Level 2 (\$26.03 - \$26.71 gross per hour)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

HOLY SPIRIT COLLEGE

Holy Spirit College started in 2015 and is in a developmental and growth phase. The College is an initiative of the Diocese of Cairns and Catholic Education Services and offers individualised and flexible multiyear secondary education programs for young people disengaged from mainstream schooling.

It is a registered Special Assistance School, it is co-educational and currently has an enrolment capacity of 40 young people in Cooktown and 60 in Manoora [Cairns]. The Cooktown campus includes a 32 bed residential unit. The Cooktown campus is the main college campus with Manoora, due to the proximity to services, being the administration centre for the college.

The college provides a variety of innovative teaching and learning practices that acknowledges young people's complex education and social needs and empowers them to identify and pursue individual transition to adulthood, further education, employment and importantly a connection to the community. Staff at Holy Spirit College are multi-disciplinary in response to the diverse needs of young people and their families.



Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Office of Children and Families;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving;
- Those with a generational history of unemployment.

Underpinning all the work of the College are three operating principles of right Relationships, Respect and Responsibility.

PURPOSE OF THE ROLE

The role supports the qualified teaching staff in working with young people who need support and guidance with their social-emotional development and academic learning. The person will work with individuals and small groups on specific aspects identified by the academic staff. Some areas in which the person would work are in supporting and assisting with hospitality, literacy and numeracy along with a range of sporting and outdoor education activities. The person would also assist with administrative tasks.

MAJOR AREAS OF RESPONSIBILITY

- Assist developmentally appropriate student learning, either individually or in groups under the direct supervision of an academic staff member where limited discretion and judgement are involved.
- Assist teachers in preparing, implementing and supervising learning programs
- Assist individuals or small groups, with activities as part of inclusive teaching and learning practices, supporting the teacher with behaviour management and the development of social skills and classroom skills development
- Perform within well-established routines
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.
- Support students in relation to their physical needs.

IMPORTANT POSITION INFORMATION

The School Officer – Support is based at the Manoora Campus. The Support Officer is expected to participate in College excursions, trips and camps to assist young people, which involve going to other places outside of Cairns involving multiple days and overnight stays. The officer is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

The position is an ongoing full-time/term-time position.



DUTIES AND RESPONSIBILITIES

This Position Description is a guide only. There will be occasions where the School Officer - Support is required to complete tasks in addition to those listed. This may require additional hours to be worked.

Duties and Responsibilities are as follows but not limited to, and may vary based on classroom and support needs.

Assist young people's learning and participation in the College

- Assist teachers in preparing, implementing and supervising learning programs
- Be aware of the staff's expectations of the young people in the class and work with the teacher/mentor, actively participating in activities, intervening and encouraging young people where appropriate
- Assist individuals or small groups, with activities as part of inclusive teaching and learning practices, supporting the mentor with behaviour management and the development of social skills and classroom skills development
- Assist young people with their personal organisation when required
- Respond to all people in a warm and encouraging manner and build collaborative relationships with the young people and respond to individual learning needs
- Participate in meetings, both internal and external as required.

Learning and Teaching

- Provide support to teachers with hospitality, sporting activities and associated literacy/numeracy
- Assist the teaching team with classroom resources, including assistance with purchasing resources in accordance with school administration guidelines and procedures

Work in partnership with teacher-mentors to support young people's learning which may include:

- General support to a group of young people while the teacher is engaged in focussed teaching
- Provision of personalised support, where required
- Assisting young people to complete tasks
- Preparation of support materials and resources
- Support identified young people with learning barriers, to engage in a range of learning activities
- Collect data for analysis eg work samples, anecdotal notes on performance of task, work habits, behaviour

Small Group and Personalised Support

- Communicate with teaching staff about student progress and areas of need
- Inform the Deputy Principal on any welfare issues that may arise with young people
- Develop professional relationships with young people based on Relationships, Respect and Responsibility, which are the working principles on which everything in the College is based
- Provide general formative feedback to young people on their performance during learning sessions
- Work with young people, under the direction of a teacher, to support the implementation of learning goals as identified in the Individualised Learning Plans.
- Work in partnership with staff to implement aspects of learning plans, as identified by the teacher-mentor, for groups of young people

Pastoral Care

- Proactively monitor and support wellbeing issues under the guidance of the pastoral care team
- Work to promote self-esteem and assist with young people's social interactions
- Provide assistance with communication – including notetaking, taping material and using ICT to optimise the young people's learning experiences.



Other Skills

- Role model professional behaviour in line with the College's mission
- Support collegiate learning by sharing learnings with colleagues
- Proactively seek opportunities to extend own professional learning via internal and external training.
- Ability to display respect and empathy for students with additional needs
- ability to proactively engage and enthuse both students,
- Ability to adapt to the complex nature of the variety of student learning and emotional needs encountered and to demonstrate initiative and be flexible in a variety of situations

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment and in outdoors environments and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Occasional driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment
- Work environment involves exposure to potentially challenging situations that require following safety precautions and may involve the use of protective behaviours
- Work environment involves the use of equipment that requires following the appropriate safety procedures and may involve the use of specialised equipment

Other:

- Ability to participate in excursions, trips and camps away from the Manoora campus
- Ability to travel in vehicles and small planes

MANDATORY REQUIREMENTS

- Unless an exemption applies all staff are required to hold, a current Working With Children Blue Card, prior to commencing the position
- Current driver's licence
- A strong commitment to the objectives, vision and ethos of Catholic Education and Holy Spirit College.



SELECTION CRITERIA

1. Understanding and knowledge of issues which affect disengaged young people
2. Ability to communicate effectively with people from diverse backgrounds including knowledge of Aboriginal and Torres Strait Islander cultures and protocols
3. Training or experience in a relevant area eg Sports, Outdoor Education, Hospitality and traumatised young people
4. A capacity to participate in excursions, trips and camps including multiple days and nights away from Cairns
5. First Aid qualifications or willingness to complete
6. Preparedness and knowledge of what drives young people with behaviour needs is highly regarded.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The appointee will need:

- An understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns and the ethos and values of Holy Spirit College
- A knowledge of the Catholic Education context and an appreciation for Catholic Education issues.
- To complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____